

Process an Internal Exchange – Use Tax Transfer Document (IETUT)

The Internal Exchange Transaction (IETUT) document is a two-part document that can be used for Inter- or Intra-Agency payments. This process serves to transfer out Use Tax Liability created through ProcureAZ transactions.

IETUT Procedure

- A. Log into AFIS
- B. **Navigate** to the Document Catalog
- C. **Create** IETUT document
 1. In the **Code** field, enter **IETUT**
 2. Click **Create**
 3. In the **Dept.** field, enter ***your department code***
 4. Click **Auto Number** checkbox to generate a unique ID
 5. Click **Create**. A new document is generated
- D. Complete the **Header** component
 1. At a minimum, enter the following information:
 - Record Date
 - Initiator
 - **Must be set to Provider/Seller**
- E. Complete the **Exchange Details** component
 1. Click the Insert New Line
 2. Enter the following information on the **General Information** tab:
 - Event Type
 - ▶ INZ7 is the only available Event Type for this document
 - Line Amount
 - Accounting Template
 - ▶ Available Templates (As of 6/17/2015):

USETAX

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F. Complete the **2nd Party Accounting** component

1. At a minimum, enter the following information on the **General Information** tab:
 - Line Amount
2. At a minimum, enter the following information on the **Fund Account** tab:
 - Department
 - Fund (if not inferred from function)
 - Unit (if not inferred from function)
 - Appr Unit (if not inferred from function)
 - BSA = 1616
3. At a minimum, enter the following information on the **Detail Accounting** tab:
 - Function (if used)
 - Task (if not inferred from function)

G. **Validate** IETUT document

1. Confirm that the document validated successfully in the upper left-hand corner. If it did not, please see your accounting supervisor

H. **Submit** IETUT document

Note: The document will be handled through workflow and will be pending the Department Approver. The document will then be routed to GAO for review and approval.